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Cost : Rs 2000.00 + 290.00 VAT Extra /-

# **Tender Document**

**for Online application form development,  
database generation and processing, result declaration and counseling for  
2017-18**



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**HEMWATI NANDAN BAHUGUNA  
UTTARAKHAND MEDICAL EDUCATION  
UNIVERSITY**

123, Ganga Vihar, Behind Roadways Workshop, Haridwar Road,  
Dehradun-248001 (Uttarakhand).



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## **Disclaimer**

This Tender is not an offer by HNBUMEDU, Dehradun but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the HNBUMEDU, Dehradun with the vendor.



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## 1. About HNBUMEU

The establishment of the Hemwati Nandan Bahuguna Uttarakhand Medical Education University fulfills one of very long cherished and important aspirations of the people of Uttarakhand to have best and highest level medical facility within the state. Although successive state governments tried to provide a chain of hospitals in the entire length and breadth of the state and also opened several medical, dental, nursing and para-medical colleges, both in the public and private sectors, for providing education in respective fields so that necessary trained personnel is available within the state for hospitals in Uttarakhand, still for various serious and critical cases the patients and their attendants had to run to Delhi and other distant places to get specialized and high level treatment. This caused insurmountable problems and incurring of huge funds in terms of money for them. This was because highest level medical education and research was not available within the state. Moreover, the medical, nursing and para-medical institutions were so far affiliated to non-medical universities in the state which only conducted their examinations and awarded degrees and diplomas and had no expertise to guide the quality of education and research. The establishment of the Hemwati Nandan Bahuguna Medical Uttarakhand Education University at Dehradun, by an Act enacted by the Uttarakhand Legislative Assembly and assented to by the Governor on 18 February 2014 by the Uttarakhand Govt-Act-No72/xxxvi(3)/2014/07(1)/2014 to fulfill the long standing need of the people of Uttarakhand to have an institution for the advancement and development of medical education in the state. It aims not only to guide the medical, dental, nursing and para-medical education in the state by affiliating all such institutions with it but also itself carry high level and specialized teaching and research. It shall also have a medical college of its own within its campus to serve as a model for other colleges within the state. It shall cooperate and collaborate with best similar institutions within the country and abroad so that the best medical education can be provided within the state of Uttarakhand. It also aims at providing quality research.



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## 2. Purpose of this Document

This Tender document establishes the fundamental requirements for **HNBUMEU Examination Portal : work detail** for entering into a contractual relationship with a qualified respondent entity which is willing and able to meet the expectations of HNBUMEU.



### 3. Bidding Process

#### 3.1. Invitation for Bids

Name of Work	<b>Tender for Online application form development, database generation and processing ANM,GNM, BSc nursing, Post Basic BSc nursing &amp; MSc Nursing Entrance Test &amp; their Counseling 2. NEET (UG)-2017 &amp; NEET (PG)-2018 Counseling</b>
Tender issuing date	29.05.2017 at 10:00 am.
Earnest Money	Rs. 300000.00
Pre -bid meeting (date and time)	17.06.2017 at 11:00 am
Sealed bids will be received up to (Date and time)	<b>22.06.2017 at 02:00 pm.</b>
Bids will be opened on (Date and time)	<b>22.06.2017 at 03:00 pm</b>
Place of bid submission and opening	HNBUMEU, Dehradun, 123 Ganga Vihar Colony, Near Roadways Workshop, Haridwar Road, Dehradun.

#### 3.2. General Information and Instruction to the Bidders

##### 3.2.1. Submission of offers

*The Vender shall submit their proposals in two parts (i) Technical Bid and (ii) Financial Bid*

- a) The tender is a "Two Bid" document. The **technical Bid** should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The **financial Bid** should contain only price Bid Form-IX. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- b) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- c) The Tenders should be typewritten. There should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialling, dating



and rewriting. **The name and signature of bidder's authorized person should be recorded on each page of the application.** All pages of the tender document **shall be numbered and submitted as a package along with forwarding letter on agency's letter head.**

- d) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The HNBUMEU may also independently seek information regarding the performance from the clients.
- e) The bidder is advised to attach any additional information, which he/she thinks is necessary in regard to his/her capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He/she is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless The HNBUMEU, Dehradun calls for it.
- f) ***Incorrect or misleading information:*** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, HNBUMEU reserves the right to reject such a tender at any stage and appropriate administrative action would be taken as per rule at the HNBUMEU, Dehradun.
- h) All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- i) Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
- j) The tender document has to be downloaded from HNBUMEU, Dehradun web site ([www.hnbumu.ac.in](http://www.hnbumu.ac.in)) and be submitted along with a **fee of Rs. 2000.00/- (non refundable)** in form of demand draft in favour of Finance Controller HNBUMEU, Dehradun payable at. Dehradun. There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted. The Technical and Financial bids should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope super-scribing "**Tender for HNBUMEU Examination Portal**" so as to reach **Above** (address). HNBUMEU, Dehradun, 123 Ganga Vihar Colony, Near Roadways Workshop, Haridwar Road, Dehradun. **by (22.06.2017) (up to 02:00 Pm)**. Late tenders shall not be accepted. The technical bid shall be opened as per schedule in clause (3.1) in presence of bidders who may like to be present.



- k) Offers sent by post should be sent by Registered Post with date/ Postmark so as to reach us before closing date i.e by ( date & time) with an acknowledgement due.
- l) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of HNBUMEU. Such offers will not be valid quotations. Offers not submitted in the standard formats given in the tender document will be summarily rejected.
- m) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.. In case the bidder fails to execute the contract, the HNBUMEU shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- o) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid(s) is/are liable to be rejected. Bidding through consortium is **not** allowed.
- p) *The Vice Chancellor HNBUMEU, Dehradun. reserves right to award the work/cancel the award without assigning any reason.* In case of differences, if any, the decision of the *Vice Chancellor HNBUMEU, Dehradun* shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for two year extendable for another one year at the discretion of competent authority. The contract can be terminated at any time if found unsatisfactory service. Separate Agreement shall be executed in this regard on finalization of tender with successful bidder.

### 3.2.2. Price Quotation

- a) The bidder shall indicate the prices/rates as specified in the quotation format.
- b) The bidders should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried out as per rules and instructions on the subject at the discretion of the Examination Section, HNBUMEU, Dehradun.
- c) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and words and duly attested under the full signature of the Bidder/Authorized Signatory.



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- d) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
  - e) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

### 3.2.3. Security Deposit/EMD

- a) The bidder should enclose **EMD of Rs. 300000.00 (Rupees Three Lakh only)** in the form of Demand Draft drawn in favour of Finance Controller HNBUMEU, Dehradun and payable at Dehradun, with the Technical proposal/bid.
- b) The tenders without EMD (except those having exemption from depositing EMD) shall be summarily rejected.
- c) The successful bidder shall be required to deposit Performance Bank Guarantee equivalent to 20% of annual contract value to the HNBUMEU, Dehradun before release of his EMD.
- d) Earnest money will be returned to unsuccessful bidders without interest after award of contract or setting aside the tender, as the case may be. However, the Earnest money of successful bidder will be returned after submitting the performance guarantee.
- e) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.





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## 4. Scope of work

### A- Pre-Examination Process (Online application) 1- Generation of Website

Creation and management of portal for Entrance Exam, named e. g. <https://www.hnbumu.ac.in>

### 2- Registration of Candidates (Flow of Steps)

Application form will be displayed on Client's Machine.

During application form filling by the candidate, all input validation will be checked by software.

Candidate will save the filled-in application.

A New Registration No. will be allotted to each applicant. The Registration No. will be the key for Applicant for further correspondence with the University as well as for retrieval/checking of application status on internet.

**Message of 'saved application' will be delivered on client's registered Mobile Number (SMS) as well as it shall be e-mailed to the Applicant's email-id, if provided by the Applicant.**

A Challan form will be generated against the Registration No. Two copies of Challan will be printed on A4 size paper at client's end.

Candidate will deposit the fee amount in Bank A/c (given in Challan form) according to applicable fee.

Candidate shall get back a copy of Challan from bank.

Bank will provide the deposited Challan data to the university through e-mail.

Fee-deposit related data filled by applicant will be validated with the data provided by the Bank.

Only application with validated fee-deposit data will be considered for further processing.

Candidate can Update/Edit his/her Application within a specified period of time.

Candidate can apply with late fee after due date if permitted.

Drop down fields and choice fields will be provided in application form for ease of filling the application.

Candidate will open his/her application with the Registration no. and registered mobile no. along with Date of Birth and his/her First Name.

These should be formatted so that University could watch the Statistics about the applications as under:

1- Total Applications received.

2- Total Number of applications received whose fees has been



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received.

- 3- Subject wise count of applications.
- 4- Category wise count of applications.
- 5- Centre Choice wise count of Applications.
- 6- Any other reports required by the administrator.

### **3- Centre allocation and Generation of Roll Numbers.**

Only validated application forms will be used for this processing.

Centre will be allocated according to the choice of city filled-in by applicant. If the centre is unavailable for first choice, the second choice registered by the applicants will be entertained. The number of centres may change as per number of applicants.

After completion of the Centre Allocation Process, Roll numbers will be allocated to applicants.

Same subject (Science/Arts/Commerce) applicants appearing from a centre should get roll number in sequence.

List of applications invalidated/rejected will be displayed on internet and **the candidate will also be intimated about reason of rejection of his/her application through SMS/Email.**

Admit card data will be uploaded in internet for download of Admit card by the candidate , using specified fields.

All data will be kept under security in encrypted form, with key being provided to authorized administrator only.

### **4- Soft & Hard Copy (A4 size paper) Reports required by University**

Numerical Return.

Nominal Roll

Verification/Signature Chart (Coloured printout of Photo/Signature)

Desk Slips.

And other required reports.

### **5- Provide a Helpline Number and email Id in web site to solve the applicant's problem/query.**

#### **B- Post Exam Process (Online declaration of result)**

Result will be displayed on Internet, both category wise and subject wise, depending upon the requirements specified by authorized administrator.

Candidate will be provided the facility of viewing and printing his/her result.

A software with encrypted data will be provided by the company for offline use. Keys to this encrypted database will be provided to authorized administrator only.



### **C- Counselling :**

Candidates may be required to fill-in choices of their admission centres at the time of counselling. A format for this purpose will be provided online.

The choice forms will be made available online to the successful candidates. Copy of the choice form will be saved in the system; candidates may take a copy of choices filled by him/her.

Allocation to centres of admission will be carried out in view of merit cum preference and compliance of reservation norms applicable at the time of counselling.

Details of seats and candidates allocated in a particular round of counselling to specific centres will be made available to centres, which they can see and take a printout through using an unique ID and password provided to them.

Seats filled after closure of admission date in a particular round will be locked by individual centres, using unique IDs and passwords assigned to them. Reports will be generated for seats filled and vacant in different categories in different institutions after every round of counselling.

## **5. Eligibility Criteria / Pre-Requisite**

5.1. The bidder should be a company/ firm registered (minimum 5 year old) in India. The registered agency should be operating in India for a minimum of five years with an objective of offering relevant IT Solutions and Services that are the subject matter of this tender.

The Attendance Sheet & Registration Slips have been printed in hard copy. The proof in form of work/contract/satisfactory client report shall be enclosed. Please mention the name and date of examination for which work has been done. (*Bidder's past achievement in this regard shall be considered for technical evaluation*)

*Note: Similar nature of work means design, development, maintenance & support of web portal for online registration related to examination/admission.*

### **The bidder must have following in addition to above :-**

1. Organization should be able to completely customize the existing web portal ..... The ability will be judged by the experience of bidder, regular manpower on their payroll infrastructure available with bidder.



2. Should have experience of developing portal in Hindi. A list of bilingual (Hindi/English) portal developed shall be enclosed. The experience of developing portal in regional languages will be added advantage at the technical front.
3. Should have handled three similar kinds of projects in any University/ Research Institute and must have handled at least 02 lakhs (Two Lakhs) online registration in a year and successfully done online counseling.
4. Organization having ISO 9001:2008 and ISO 27001 certifications for services including Data Centre and Software. (Documentary evidence shall be provided)
5. Bidders having MOU with Banks for payment gateway will be given preference.

The bidder should have ready infrastructure with them to host the web portal immediately.

- 5.5. The bidder should have on his pay roll 15 number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of the employees stating clearly how these would be involved in this work.
- 5.6. The Bidder should be registered with appropriate Indian tax authorities such as Income Tax, Service Tax etc and should submit valid certificates of registration with these authorities as applicable.
- 5.7. The bidder's Composite Annual Turnover during last three years should be Rs 10 crores (Ten Crores) or more in India (Attach documentary evidence such as audited Balance Sheet etc.). The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for the financial year 2014-2015, 2015-2016 & 2016-2017.
- 5.8. Even though bidders may satisfy the above requirements, they may be disqualified if they have:
  1. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly



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- completing the contract or financial failures/weaknesses, received any legal notice with regard to poor performance.
2. If confidential inquiry reveals facts contrary to the information provided by the bidder.
  3. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
  4. If bidder is engaged in any activity which can influence the conduct of professional exam such as conducting of coaching classes etc.
  5. If it reveals that the bidder has disclosed the confidentiality data of the firm.
- 5.9. Agency must show and submit suitable emergency management plan during any crisis situations like high hit on website, cyber attack, Failure of servers any other accident that may cause disruption in services provided through portal.
- 5.12. The bidder should be able to support the entire solution on a 24 x 7 basis with a maximum response time of one hour.
- 5.13. At any time before the submission of bids, HNBUMEU may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.
- 5.14. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by the Examination Section, HNBUMEU. The HNBUMEU has right to cancel or modify the tender.
- 5.15. The technical bid shall consist of –
- (i) Technical information as desired in prescribed format under Form – I to Form VIII



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- (ii) The Price/Financial bid as per Form – IX shall be sealed separately in envelope as shall be in accordance terms in tender document.
  - (iii) Duly signed copies of Quality and Security certification.
  - (iv) EMD/Security deposit.
  - (v) A copy of bid document with all pages signed and stamped at the bottom by the bidders' authorized signatory.
  - (vi) Envelopes must be sealed and superscribed as required.

\* ***For details please see form – II check list***



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## 6. General clauses

### 6.1 Standard of performance

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional, engineering and consulting

standards recognized by international professional bodies while observing sound management, technical and engineering practices. It shall apply appropriate advanced

technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to

the HNBUMEU. The Bidder shall always support and safeguard the legitimate interests of the HNBUMEU, in any dealings with the third party.

The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in this country.

The Hardware, Software and other services provided under this contract shall conform to the standards laid down in the Scope of Work.

The security of the system should be foolproof and shall be treated "**not foolproof**", where unauthorized persons being able to access/infiltrate in to the system. The

system may be the application software or a process adopted by vendor.

The successful bidder shall be liable to the HNBUMEU, Dehradun for financial losses by way of some of system and process failure.



## 6.11 Termination for Default

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 90 days to the other party, terminate the agreement in whole or in part, if:

- i. The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- ii. The quality of the delivery of various tasks is not up to the satisfaction of the HNBUMEU
- iii. The defaulting party fails to perform any other obligation under the agreement.

In the event of the HNBUMEU terminating the contract in whole or in part, HNBUMEU may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to the HNBUMEU for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to HNBUMEU for which

payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.

In case of termination of contract, all Bank Drafts/ FDRs furnished by the Bidder by way of Bid Security / Performance Security shall stand forfeited.

In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

## 6.12 Termination for convenience

The HNBUMEU, by written notice of at least 90 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for the HNBUMEU's convenience and also the





extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

The HNBUMEU shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices. For the remaining items/services, the HNBUMEU. may elect:

- i. To have any portion completed and delivered at the contract terms and prices; and /or
- ii. To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

## 6.15 Confidentiality

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information

relating to the services, agreement or the HNBUMEU's business or operations without the prior consent of the HNBUMEU. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder

HNBUMEU also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development,

inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as "confidential information", belonging to the Bidder and which may come into the possession or custody of HNBUMEU in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof

either for its own benefit or for the benefit of others directly or indirectly. (**subject**

**to provisions of the law of the land)**



## **6.18 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Dehradun (India) only.

## **6.19 Local Conditions**

The Bidder shall inspect the cities/sites of operation and shall satisfy himself of the cities/site conditions and availability of required resources and shall apprise himself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about site conditions shall not be considered after the submission of bid.

## **6.20 Responsibilities of the successful Bidder**

(i) The bidder shall be responsible for the successful execution of HNBUMEDU Examination Portal : Design, Development, Maintenance & Support (Pre and Post-examination activities & other activities) for the HNBUMEDU, Dehradun as per the terms and specification and direction of Examination Section, HNBUMEDU

(ii) The bidder shall be responsible for the successful conduct of Interviews at HNBUMEDU during the contract period through designed and maintained developed Interview Management System Software as per scope of the work mentioned in 4.3 and time to time subsequent direction of Examination Section, HNBUMEDU. In case of change in ownership of the bidder, the change must be communicated to HNBUMEDU, Dehradun, 3 months before the intended change of ownership

## **6.21 Interpretation**

In these Terms & Conditions:

References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.

References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that



article, paragraph, sub-paragraph or schedule in or to this TENDER

DOCUMENT.

The headings are inserted for convenience and are to be ignored for the purposes of construction.

Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.

In case of any inconsistency between this TENDER DOCUMENT and the Bid made to HNBUMEDU, the terms of this TENDER DOCUMENT shall prevail. In case the TENDER DOCUMENT is silent on the items contained in the bid, the decision of HNBUMEDU shall be final & binding on the Bidder/ Bidders.

## 7. Quotation Formats

The following forms are required to be used for submission of bid –

- |           |   |  |
|-----------|---|--|
| Form I    | : | Bid Form   |
| Form II   | : | Checklist  |
| Form III  | : | Particulars and qualifications of the bidders.   |
| Form IV   | : | Duly authenticated list of full time Technical and Administrative Personnel to be employed for the work. |
| Form V    | : | Details of Similar completed works during last 3 years.  |
| Form VI   | : | Details of work under execution or awarded.  |
| Form VII  | : | List of Satisfactory Performance report from clients   |
| Form VIII | : | Undertaking (on Rs.10 Non Judicial stamp duly notarized)   |
| Form IX   | : | Price Bid (in separate sealed Envelope)  |



**7.1 Form I:**

**Bid Form  
(On the Letter head of Bidder)**

Reference No.:

Date:

FILE NO. :

Name of the party in whose  
Favour the tender form has been  
Issued

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_,  
Hemwati Nandan Bahuguna Medical Education University,  
123, Ganga Vihar, Behind Roadways Workshop, Haridwar Road,  
Dehradun-248001.

(SEAL OF THE OFFICER)

Dear Sir,

I / We hereby submit our tender for ***HNBUMEU Examination Portal*** : \_\_\_\_\_

I / We have enclosed the security deposit in the shape of demand draft of Rs. \_\_\_\_\_/  
***Refundable*** in the name of \_\_\_\_\_ payable at \_\_\_\_\_, Demand Draft .  
No. \_\_\_\_\_ dated. \_\_\_\_\_ Issued from Bank \_\_\_\_\_ dated.

I / We hereby agree to all the terms and conditions, stipulated by the HNBUMEU, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I / We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement if required within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of service providers / suppliers at the HNBUMEU, New Delhi.

I / We agree to abide by this bid for a period of 150 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE QUOTATION FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully.

Signature of the Authorised Signatory of Bidder  
Full Address

WITNESS  
WITNESS

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 7.2 Form II : Checklist

Please ensure that your offer contains the following documents:

- EMD : Rs. ....
- Form I : Bid Form
- Form II : Checklist
- Form III : Particulars and qualifications of the bidders.
- Form IV : Duly authenticated list of full time Web Developer/Engineer to be employed for the work.
- Form V : Details of Similar completed works during last 2 years.
- Form VI : Details of work under execution or awarded.
- Form VII : List of Satisfactory Performance report from clients
- Form VIII : Undertaking (on Rs.10 Non Judicial stamp duly notarized)
- Form IX : Price Bid (in separate sealed envelope)
- A copy of the bid document with all pages signed and stamped at the bottom by the bidder's authorized representative
- Covering envelope sealed with superscription in prescribed format.
- Memorandum and article of association and copy of latest resolution in case of company, and partnership deed and power of attorney in case of firm, if required. All

such documents should be duly attested by notary public.

- Brief resume of proposed team members in the following format:
  - Name:
  - Designation:
  - Proposed role:
  - Experience in years:
  - Areas of expertise:



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- Previous projects worked on, and role therein:
  - Qualification:
  - Date of Birth:



**7.3 Form III : Particulars and qualifications of the bidders.**

***Particulars of the organization***

**1. Organization: -**

Name \_\_\_\_\_

Year of Incorporation / Registration in India \_\_\_\_\_

Year of Start of Operation in India \_\_\_\_\_

TIN No. \_\_\_\_\_

PAN No. \_\_\_\_\_

SERVICE TAX REGISTRATION NO. \_\_\_\_\_

Total No. Web Developer/Engineer:

Total No. Administrative Manpower:

**2. (a) Registered Office Address** -----

-----  
-----

Telephone No.(s) ----- Mobile Nos.

Fax No. (s) ----- Email:

Alternate Email:

**(b) Local Office Address** -----

-----  
-----

Telephone No.(s) ----- Mobile Nos.

Fax No. (s) ----- Email:

Alternate Email:

**3. Legal status of firm** Company / Firm / Proprietorship/ Others (\_\_\_\_\_)

(attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)



4. **Ownership** -----

S. No.	Name of persons owning stake in the organization		
	(In case of company incorporated in India shall be provided)	List of Director	

**Nationality of the stake-holders**

**Details of restrictions, if any on transfer of stake**





In case the organization is a public sector undertaking, : -----

Indicate the percentage share of Govt. holding.

**5. Annual Turnover for the last 3 years**

S. No.	Financial Year	Total Annual Turnover	Sector wise Annual Turnover			
			Webportal / Website Design/ Development/ Hosting	Software Development	Other IT related services	Other areas of operation (specify)

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors.

**6. Particulars of the Center/unit associated with this project**

Name & Address of the Center/Unit \_\_\_\_\_

Associated with this project \_\_\_\_\_

**7 . Address of the important offices**

Address 1

Address 2

Address 3



Tel No (s)

Tel No (s)

Tel No (s)

Fax No (O)

Fax No (O)

Fax No (O)

**8. Experience Detail as per criteria in point 5.3 (Attach proof)**

Serial No.	URL of portal	Name of organization for which developed	Maximum No. Of Candidates Registered till closing date of application	Start and Closing date of Online application	Whether online fee collected if Yes specify the name of Banks whose payment Gateway used and modes of payment used for online payment viz. (Debit Card/ Credit Card/ Net Banking etc.)

*Note: for more than one entries create multiple rows in similar format in continuation.*

**9. Do you agree to hand over the source code, complete design including all kind of scripts, database design, technical documentation of complete web portal including source codes of librais developed for the said web portal ?** **YES/NO**

*(In case of NO tender will be summarily rejected)*



**10. Quality & Security Certification Detail (ISO, SEI-CMM Level etc. if any) (attach proof)**

-----  
 -----

**11. Have your organization occurred loss during last three year : YES/NO 12.**

**Are you able to support entire activity/solution 365x24x7 : YES/NO**

**13. Names, Designations, Addresses, Telephone & Fax No. of offices, as well as residences of at least two authorized persons dealing with the project**

S. No.	Name, Designation and Address	Telephone & Fax No.		Extent of Involvement in this Project
		Office	Residence	

**14. Particulars of EMD**

- (i) Name of the Bank -----
- (ii) Address of Bank branch, issuing the draft -----  
 Code No. of Bank Branch -----
- (iii) Amount of Draft -----
- (iv) Bank Draft No. & Date -----
- (vii) Valid up to -----

(Give Date)

**16. Particulars of MOU with Banks for payment gateway.**



S.No.	Names & Addresses of Bank	Validity Period of agreement	Encryption Level & SSL certification requirement	

Particulars of Authorisation of the person signing these documents on behalf of the bidder\_

Name, Designation & Address of the authorized person.

Name, Designation & Address of the person authorizing for signing the document.

Type/form of the issued authority (whether power of attorney/Authorization letter etc.)

***Please enclose the original authorisation document.***

(Signature) .....

Name in Capital Letter .....

(in the capacity of: ..... )

Duly authorized to sign Bid for and on behalf of

.....



**7.4 Form IV : Duly authenticated list of full time Technical and Administrative Personnel to be employed for the work.**

**DULY AUTHENTICATED LIST OF FULL TIME WEB DEVELOPER/ENGINEERING PROFESSIONALS WITH THE BIDDER**

Detailed Curriculum Vitae of key personnel along with their key role in the company, who will be associated with this project, is attached with the bid.

List of full time Professionals of the organization who will be associated with the project (at least 10 professional) to be given in the table below-

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Educational Qualification</b>	<b>Date of Joining &amp; No. of years of Experience</b>
1				
2				
3				
4				
5				
6				

Date: \_\_\_\_\_ (Signature) .....

Place: \_\_\_\_\_ Name in Capital letter .....

(in the capacity of: .....

Duly authorised to sign Bid for and on behalf of .....



**7.5 Form V : Details of Similar completed works during last 2 years.**

**PROFORMA FOR PERFORMANCE STATEMENT**

**(SUMMARY PROFILES OF PROJECT COMPLETED DURING LAST THREE YEARS RELATED TO Examination Portal : Design, Development, Maintenance & Support (Pre-examination activities & others))**

Sr. No.	Name , address, Tele no. and fax no. of organization for which Web portal has been developed & hosted (also mention Name, Designation and Contact No. of contact Person of the organization)	Description & Name of the of Examination	Value of Contract (in lakhs)	Period of Execution	Delay if any from scheduled time (give reasons)	Litigation/ Arbitration Pending in progress with detail	Remarks

The bidder will have to attach full details of similar projects of value more than 10 Lakhs each, involving Examination Portal : Design, Development, Maintenance & Support (Pre-examination activities & others) in India, as Annexure to this list.

Date: \_\_\_\_\_ (Signature) .....

Place: \_\_\_\_\_ Name in Capital letter .....

(in the capacity of: .....

Duly authorised to sign Bid for and on behalf of .....



**7.6 Form VI : Details of work under execution or awarded.**

**PROFORMA FOR PERFORMANCE STATEMENT**  
**(SUMMARY PROFILES OF PROJECT UNDER EXECUTION / AWARDED RELATED TO**  
**Examination Portal : Design, Development, Maintenance & Support (Pre-**  
**examination activities & others)**

Sr. No.	Name , address, Tele no. and fax no. of organization for which Examination Portal : Design, Development, Maintenance & Support has been executed (also mention Name, Designation and Contact No. of contact Person of the organization)	Description & Names of the of Examinations handled	Value of Contract (in lakhs)	Period of Execution	Slow progress if any and reasons thereof	Litigation/ Arbitration Pending in progress with detail	Remarks

The bidder will have to attach full details of similar projects of value more than 10 Lakhs each, involving Examination Portal : Design, Development, Maintenance & Support (Pre-examination activities & others) in India, as Annexure to this list.

Date: \_\_\_\_\_ (Signature) .....

Place: \_\_\_\_\_ Name in Capital letter .....

(in the capacity of: .....

Duly authorised to sign Bid for and on behalf of .....



**7.7 Form VII : List of Satisfactory Performance report from clients**

**PROFORMA FOR PERFORMANCE STATEMENT**

**(LIST OF SATISFACTORY PERFORMANCE CERTIFICATE FROM CLIENTS RELATED TO**

**Examination Portal : Design, Development, Maintenance & Support (Pre-examination activities & others)**

Sr. No.	Name , address, Tele no. and fax no. of organization for which Web Portal has been developed and satisfactory service certificate has been enclosed )	Description & Names of the of Examinations handled	Value of Contract (in lakhs)	Period of Execution	Remarks

*Note: Attach the Satisfactory Service Certificate from the organizations for whom similar projects executed successfully as Annexure to this list.*





## 7.8 Form VIII: Undertaking (on Rs.10 Non Judicial stamp duly notarized)

### Undertaking

I/We hereby undertakes that :-

I/ We hereby submitted our tender for **HNBUMEU Examination Portal : Design, Development, Maintenance & Support (Pre examination activities) for the HNBUMEU, New Delhi**

I / We have enclosed the EMD in the shape of demand draft of Rs. **3,00,000/- (Refundable)** in the name of the Finance Controller, HNBUMEU, Dehradun, payable at Dehradun, Demand Draft . No. \_\_\_\_\_ dated. \_\_\_\_\_ Issued from Bank \_\_\_\_\_ dated and **for cost of tender document** demand draft of Rs. **2000/- (Non Refundable)** + 290/- (VAT) in the name of the Finance Controller, HNBUMEU, Dehradun, payable at Dehradun, Demand Draft . No. \_\_\_\_\_ dated. \_\_\_\_\_ Issued from Bank \_\_\_\_\_ dated.

I / We hereby agree to all the terms and conditions, stipulated by the HNBUMEU, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement if required within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of suppliers at the HNBUMEU, Dehradun.

I / We agree to abide by this bid for a period of 150 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accepts the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAS BEEN INDICATED IN THE QUOTATION FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully.

Signature of the Authorised Signatory of Bidder  
Name in Capital letter .....

Full Address

WITNESS \_\_\_\_\_  
WITNESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**7.9 Form IX : Price Bid**

**(On the Letter head of Bidder and should be separately sealed as per instruction)**

Reference No.:

Date:

FILE NO.

:

\_\_\_\_\_

Name of the party in whose  
Favour the tender form has been  
Issued

:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Finance Controller,  
Finance Controller, HNBUMMU, 123  
Ganga Vihar, Near Roadways  
Workshop, Haridwar Road  
Dehradun,  
Dehradun. 248001

Dear Sir,

I/ We hereby submit our price bid for **HNBUMMU Examination Portal : Design, Development, Maintenance & Support (Pre-examination activities & others) for the HNBUMMU, Dehradun**

Srl.	Activity	Rate per candidate	Rate per candidate (in words)
1	Design, Development, Maintenance of web portal ( <a href="http://www.HNBUMMUexams.org">www.HNBUMMUexams.org</a> ) as per scope of work under clause 4.1 to 4.4 and other conditions of the Tender.		

*Note: The rates shall be inclusive of all cost as well as duties and taxes paid or payable.*

Date: \_\_\_\_\_

(Signature) .....

Place: \_\_\_\_\_

Name in Capital letter .....

(in the capacity of: .....

Duly authorized to sign Bid for and on behalf of .....



## 8. Definitions & Interpretations

The following bold/capitalized terms used in terms & conditions shall have the meanings set forth hereunder for the convenience of reference for this contract:

**'Agreement'** means this agreement, together with the schedules attached hereto;

**'HNBUMEU'** means the Hemwati Nandan Bahuguna Medical Education University, located at 123, Ganga Vihar, Behind Roadways Workshop, Haridwar Road, Dehradun-248001 (Uttarakhand). acting through the .....

**'Bid'** means the Technical, Commercial and Financial bids **'EMD'** Earnest Money Deposit

**'Examination Section'** Examination Section, HNBUMEU, Dehradun.

**'Institute'** means the Hemwati Nandan Bahuguna Medical Education University, located at 123, Ganga Vihar, Behind Roadways Workshop, Haridwar Road, Dehradun-248001 (Uttarakhand). acting through the .....

**'Tender'** means the Request for Proposal floated by HNBUMEU due for submission on date & time , issued by HNBUMEU inviting bids from various companies for the HNBUMEU Examination Portal : .....work detail.